

# eMARS TRAINING CATALOG



## Customer Resource Center

eMARS Training

Phone: 502-564-9641

Email: [Finance.crcgroup@ky.gov](mailto:Finance.crcgroup@ky.gov)

<http://crc.ky.gov>

<http://finance.ky.gov/internal/emars/>

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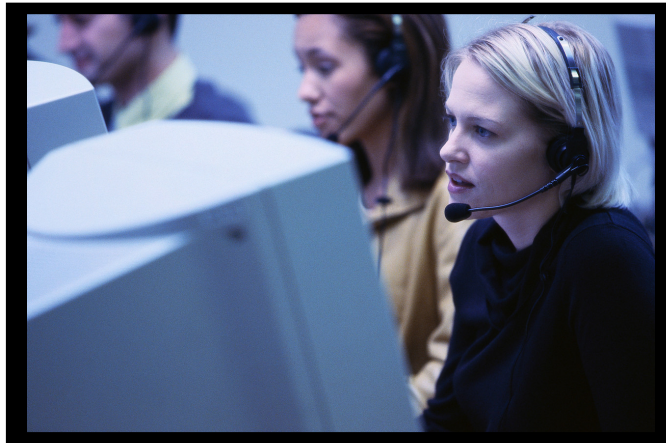
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## eMARS TRAINING REGISTRATION PROCESSES



## How do I register for eMARS classes?

- Obtain a registration form from your agency Training Team Lead (TTL), the eMARS website “link” or from the eMARS Training Catalog. (All registrations must be submitted to your TTL in writing.) A list of all Agency Implementation Leads is located on the eMARS home page at <http://finance.ky.gov/internal/emars/> under the heading “Agency Implementation Contacts.”
- The TTL will provide you information about classes and explain your agency’s registration procedures.
- You may locate a list of classes on the eMARS home page at <http://finance.ky.gov/internal/emars/> or your TTL can give you a copy of the eMARS Training Catalog and Schedule.



## How am I confirmed for an eMARS class?

- Each participant will be sent a confirmation letter verifying enrollment in the class.
- Confirmation letters will be sent out at least two weeks prior to start of classes for that month’s training.
- The letter will specify the date, time, location, and other information about the session. However, if you have questions please contact your agency TTL.
- It will be the responsibility of the participant to confirm his/her attendance with his/her agency TTL. Failure to do so may result in the loss of your class seat.
- TTLs are responsible for submitting confirmations from the employee by 8:30 a.m. on the designated date directly into the Pathlore LMS Database.
- Reminder letters will be sent to all participants prior to the start date of each class.



## What if I need to cancel an eMARS training class?

- It is necessary for each participant to notify the agency TTL immediately if unable to attend a scheduled class. *Early cancellation permits someone on the waiting list the opportunity to attend.*
- Participant cancellations must be entered into the Pathlore Database no later than **8:30 a.m. the day before the scheduled class is to begin.** This will allow the CRC Training Team ample time to fill the slot. A cancellation on the day of class will reflect a “No Show” for that participant.



## What if I'm a substitute for another participant?

- All substitutions must be submitted to the agency TTL who will add the substitute participant's name in the Pathlore LMS Database. Substitutions should be made 2 days prior to the scheduled start date.
- Participants must know the name of the individual they are replacing. If your name does not appear on the class roster, but you know the name of the participant you are replacing, then you will be permitted to stay in the class. Please be sure and sign the class roster and include your social security number, name, work address, email and telephone number.



## What if I'm scheduled to attend training but do not show up or notify my TTL that I need to cancel?

- TTL/AILs may receive notifications of "No Shows". These participants may be rescheduled strictly on a space-available basis.



## What happens if an eMARS training class is cancelled?

- The CRC Training Team will evaluate each class, 3 days prior to the start date, to ensure that the class is fully populated.
- The CRC Training Team will notify the Agency TTLs and the participants of any class cancellation. The TTL will notify the participant of the rescheduled date if applicable.



## What happens to eMARS training classes if Frankfort experiences inclement weather?

- eMARS Training will follow the guidelines announced by the Governor's office regarding delayed schedules or closing of state offices. When you are advised to use your discretion or an "EMERGENCY PERSONNEL ONLY" announcement is made, call the CRC Training Team or the Customer Resource Center Help Desk at 564-9641 regarding that day's class. Otherwise, classes will be held as scheduled.
- If a participant chooses not to attend due to inclement weather, the eMARS Training Team will make every effort to enroll the participant in another class. Participants may call the CRC Training Team directly to make arrangements to finish a class that was begun prior to the weather situation.



## Where is the eMARS Training conducted?

- CRC Training Room 1049 US 127 South – 127 Annex Bldg Bay 4 (Located between the Frankfort Animal Clinic and Days Inn Motel on US 127 S).

***For a map of Frankfort, please search the web at:***

<http://www.state.ky.us/agencies/adm/eMARS/frankfort.htm>

[http://www.nationsonline.org/oneWorld/map/google\\_map\\_Frankfort.htm](http://www.nationsonline.org/oneWorld/map/google_map_Frankfort.htm)

[Click here for a map of the 1049 US 127 South, Frankfort, KY.](#)



## eMARS Training Registration – Process

The registration procedures in this section are for enrolling in eMARS Independent Study Guide (ISG) and eMARS Instructor Led Training (ILT) courses. Registration for end user training will be coordinated centrally by the CRC Training Team.

When registering a participant in a class in the Pathlore LMS database, agency TTL/AILs or designates who have access to the Pathlore LMS Database are asked to **“wait list”** their agency staff. Agency TTLs who do not have access to the Pathlore LMS Database are asked to forward their eMARS Training Registration forms via e-mail directly to DonnaS.Hall@ky.gov for class enrollment. Participants will be enrolled by the CRC Training Team on a 1<sup>st</sup> come, 1<sup>st</sup> served basis.

The Commonwealth will identify an individual, from within the CRC Training Team who will assist agencies that request additional training needs.

Participants who require “special needs” (Braille, interpreter, etc....) must have their TTL advise the CRC Training Team so that accommodations can be made for each applicable course.

The eMARS Training Registration form will be found on the last page of this Catalog as well as on the eMARS website under Training Registration.

The participant will be notified by email of his/her enrollment in the requested course and the scheduled date of the course.

Upon receipt of the email notification of enrollment, the participant must confirm their attendance, via the Agency TTL who will electronically confirm the participant via the Pathlore LMS Database for the course scheduled. Upon confirmation, their name will be added to the class sign-in sheet.

If there is a scheduling conflict, the TTL/AIL will work with participants from their agency to switch the participants between alternate dates, if applicable. These updates must be made within the Pathlore LMS Database. Agency TTL/AILs without access to the Pathlore LMS Database must notify the CRC Training Team of these switches prior to the beginning of the course. This is to ensure class sign-in sheets are accurate.

The training is planned for a student to PC ratio of 1:1. In some cases, more participants may be assigned to a course than there are available workstations. The training room has 20 workstations.



## eMARS Training Approach

## eMARS Training Approach

**Independent Study Guide (ISG)** – is comprised of a set of programmed self-guided courses that carefully directs a user through the material and concepts using graphical representations and text. The ISGs are interactive and include mini-quizzes to check and reinforce learning along the way. The ISG navigation allows learners to take a linear path through each course or to jump directly to topics of interest. These courses are excellent for gaining familiarity and confidence with the eMARS application's browser-based interface, features, and business concepts. It is recommended that end users go through the Kentucky-specific ISGs in advance of attending the ILT courses as it will provide a layer of knowledge on how to use the eMARS application.

**Instructor Led Training (ILT)** – is the primary method of training eMARS end users. ILT courses are specifically designed to communicate to the end user the business process flow, system interactions, and guidance in using eMARS to perform their jobs. Each ILT course will be facilitated by the Instructor and a dedicated facilitator for each site attending the course.

**eLearning – ILTs** will be developed such that they may be taught via a “virtual classroom”. Using the eLearning software mentioned above, **ILTs** can be taught from a central classroom, yet participants do not have to be present in the classroom. Participants will be able to follow along with the instructor via an online internet connection from designated virtual classroom locations and speaker phone. A facilitator will be present in each of the virtual classroom locations to assist users with setup and questions.

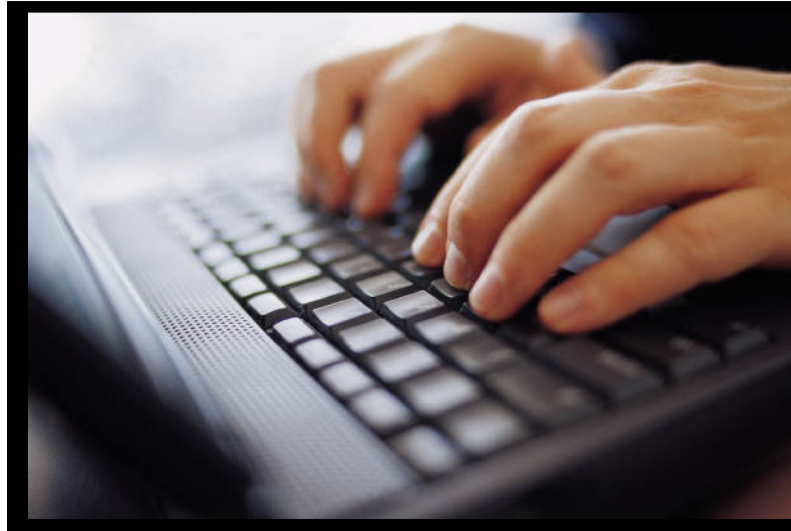
**Video Help** – this will be invoked from the Help menu within the application and will be designed for tasks whereby a routine process is invoked. Video Help provides a “watch and learn” technique to step the end user through virtually each keystroke required to process a document.

**Presentations** – there will be multiple presentations created throughout the implementation lifecycle of eMARS. These presentations are key in providing End Users with an overall understanding of key areas, for example; *Chart of Accounts, Security, Cost Accounting Projects & Grants*, and *Introduction to eMARS*. These presentations are accessible through the eMARS website.

## Training Team Leads (TTL) Listing

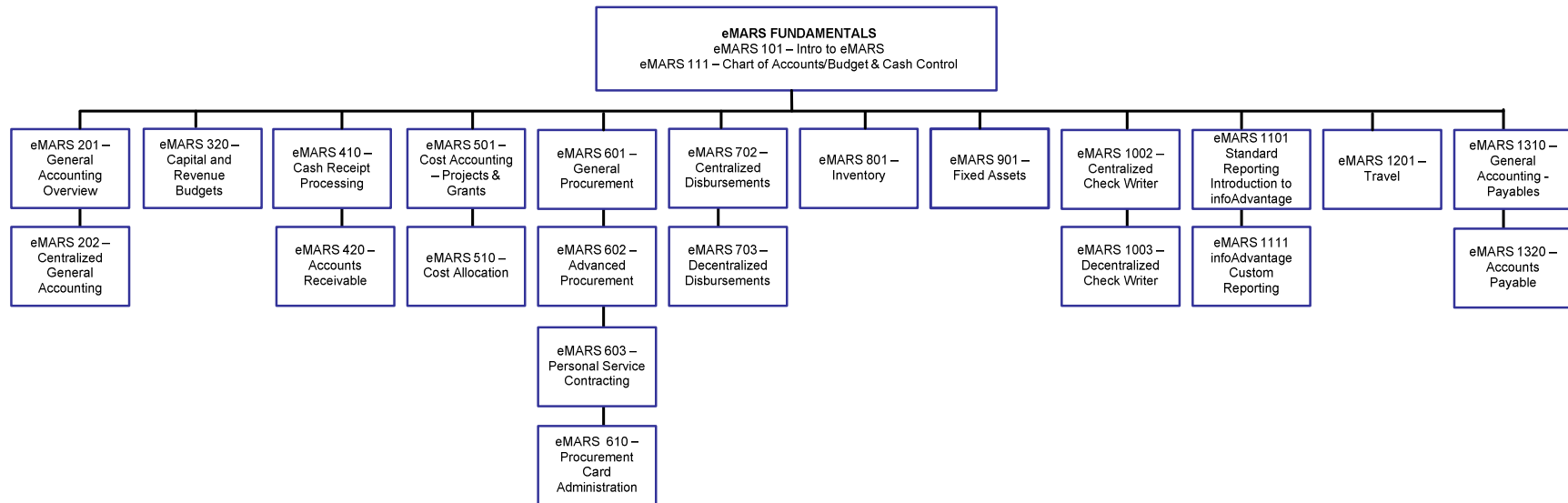
Please refer to the list of [Training Team Leads \(TTLs\)](http://finance.ky.gov/internal/emars) available on the eMARS Web site @ <http://finance.ky.gov/internal/emars> under the *Agency Contacts* link. Since TTLs change, you should refer to the link listed above for a current listing of contacts.

**Note:** An updated contact form is required in order to make changes to the *Agency Contact* listing. Forms for various contact types including the TTL are located off the eMARS Web site @ <http://finance.ky.gov/internal/mars/Marsadminagencydelegation.htm>.



## eMARS COURSE DESCRIPTIONS

## Customer Resource Center



Pre-requisite Overview Courses – All End Users are encouraged to take the eMARS FUNDAMENTALS – consisting of *eMARS 101 Intro to eMARS* and *eMARS 111 Chart of Accounts/Budget and Cash Control*. We have combined eMARS 110 Chart of Accounts and eMARS 310 Operating and Management Budgets to form eMARS 111 Chart of Accounts/Budget and Cash Control class. eMARS 111 Chart of Accounts/Budget and Cash Control is a prerequisite for many of the eMARS courses, but not all. Please refer to the prerequisites in the course summaries to determine if this course is required for a particular course. Where applicable, each end user is required to take the overview or introductory course for each of their corresponding functional areas.

In the course structure diagram above, courses are listed top to bottom within a functional area in the order they should be taken.

## eMARS 101 Intro to eMARS

eMARS 101 Intro to eMARS		
<b>Delivery method:</b> ISG (3 - 4 hour)	<b>Target group:</b> All who will use the eMARS application in virtually any capacity	<b>Prerequisites:</b> None
<b>Learning Objective</b>	The primary objective of this self study course is to provide the End User with an opportunity to navigate in the system prior to attending the remainder of the training curriculum.	
<b>Course content</b>	<p><b>ISG</b></p> <p><b>Introduction to eMARS</b></p> <p><b>1. eMARS System Overview</b></p> <ul style="list-style-type: none"> <li>a. Key Page Descriptions / Layouts</li> <li>b. Logging in/out</li> <li>c. Password reset</li> <li>d. Navigating</li> <li>e. Searching and Sorting</li> <li>f. Worklist (Approvals)</li> <li>g. Viewing System Messages</li> <li>h. Using eMail</li> </ul> <p><b>2. Working with Documents</b></p> <ul style="list-style-type: none"> <li>a. Document Features</li> <li>b. Creating Documents</li> <li>c. Finding Documents in the Document Catalog</li> <li>d. Document History Query</li> <li>e. Templates</li> <li>f. Lifecycle Inquiry</li> </ul> <p><b>3. Working with Tables</b></p> <ul style="list-style-type: none"> <li>a. System-maintained</li> <li>b. User-maintained</li> <li>c. Archiving</li> </ul> <p><b>4. Glossary of Terms</b></p>	

## eMARS 111 Chart of Accounts/Budget and Cash Control

eMARS 111 Chart of Accounts/Budget and Cash Control		
<b>Delivery method:</b> Presentation and ILT – 1 day	<b>Target group:</b> All who will use the eMARS application in virtually any capacity	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Provides the end user with an overview of the eMARS budgetary and financial models to apply as necessary within each of their application functional areas.	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Organizational Elements</b> <ol style="list-style-type: none"> <li>a. Setup</li> </ol> </li> <li><b>2. Central COA Elements</b> <ol style="list-style-type: none"> <li>a. Describe Central COA elements</li> <li>b. Procedures and form used to request new/changes to COA elements</li> </ol> </li> <li><b>3. Departmental COA Elements</b> <ol style="list-style-type: none"> <li>a. Describe Departmental COA elements</li> <li>b. Setup</li> <li>c. Maintenance</li> </ol> </li> <li><b>4. Department Fiscal Year Controls Chart of Accounts (COA) General Overview</b> <ol style="list-style-type: none"> <li>a. Purpose</li> <li>b. Hierarchies</li> <li>c. Inferences</li> </ol> </li> <li><b>5. Accounting Templates and Profile</b> <ol style="list-style-type: none"> <li>a. Setup</li> <li>b. Number ranges for Cabinets</li> </ol> </li> <li><b>6. Cash Control</b> <ol style="list-style-type: none"> <li>a. CBAL and CBALSQ</li> <li>b. Validation and Required tables – Valid Fund Department</li> </ol> </li> <li><b>7. Overview of the Biennial Budget Process for the Commonwealth</b></li> <li><b>8. Operating Budget Structure</b> <ol style="list-style-type: none"> <li>a. Budget Structures and Levels</li> <li>b. Budget Balances and Controls</li> <li>c. Budget Inquiries</li> </ol> </li> <li><b>9. SAS-14 Account Maintenance</b></li> <li><b>10. Management Budgets</b></li> </ol>	



## eMARS 201 General Accounting Overview

eMARS 201 General Accounting Overview		
<b>Delivery method:</b> ILT – estimated ½ day in length	<b>Target group:</b> General Accounting end-users	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control
<b>Learning Objective</b>	Acquire a working knowledge of eMARS General Accounting (GA) concepts, application components, and navigation	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Budget structures and controls</li> <li>2. Transaction Workflow</li> <li>3. Approval process for General Accounting documents – the approver and the approvee</li> <li>4. GA Event Types and Event Requirements</li> <li>5. eMARS General Accounting Documents</li> <li>6. On/Off Budget Transfers</li> <li>7. Internal Transaction (IET) Documents</li> <li>8. Expense &amp; Revenue Correction Documents</li> <li>9. GA Reporting</li> </ol>	

## eMARS 202 Centralized General Accounting

eMARS 202 Centralized General Accounting		
<b>Delivery method:</b> ILT – estimated ½ day in length	<b>Target group:</b> Central General Accounting	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control/ eMARS 201 General Accounting Overview
<b>Learning Objective</b>	Acquire working knowledge of performing automated batch jobs, accounting close and preparing the Comprehensive Annual Financial Report (CAFR) in eMARS	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Administration of COAs and Budget Structures</li> <li>2. Administration of Posting codes and Event Types</li> <li>3. Journal Vouchers (JVA and JV)</li> <li>4. Accounting Close reports and inquiries</li> <li>5. General Accounting system assurance and exception reporting</li> <li>6. Monthly and Year-end Accounting Close Processes</li> </ol>	

## eMARS 320 Enacting Capital Projects in eMARS

eMARS 320 Enacting Capital Projects in eMARS		
<b>Delivery method:</b> ILT – estimated 1 day in length	<b>Target group:</b> Select Agency Fiscal Officers and Budget Fiscal Officers	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash
<b>Learning Objective</b>	Acquire working knowledge of establishing and managing capital and revenue budgets in eMARS.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Overview of the Biennial Budget process for the Commonwealth</li> <li>2. COA and Budget Structures</li> <li>3. Capital Projects and Revenue Budget Structures</li> <li>4. Budget Levels – include presence control and required budget info</li> <li>5. Budget Balances</li> <li>6. BFY Inferences</li> <li>7. Event Types</li> <li>8. Working with Budget Documents</li> <li>9. BGE43</li> <li>10. BGR42</li> <li>11. Procedures and Forms used to request new projects</li> <li>12. Budget and Expense Summaries (ESUM – if available)</li> <li>13. Budget Reporting Tools</li> </ol>	

## eMARS 410 Cash Receipt Processing

eMARS 410 Cash Receipt Processing		
<b>Delivery method:</b> ILT estimated ½ day	<b>Target group:</b> Users who record Revenue and apply payments to invoices in Accounts Receivable	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire working knowledge of processing a cash receipt in eMARS.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Overview of the eMARS Cash Receipt Business Processes</li> <li>2. Business Cases and Scenarios</li> <li>3. Document Crosswalk MARS to eMARS</li> <li>4. Support Tables</li> <li>5. Entering Cash Receipts</li> <li>6. Processing a Cash Receipt</li> <li>7. Processing an EFT Reciept</li> <li>8. Process Payment Against Receivable</li> <li>9. Create a Document Template</li> <li>10. RR Event Types and Event Requirements</li> <li>11. RR Transaction Workflow, Approvals, &amp; Security</li> <li>12. Worklists and the Approval Process</li> </ol>	

## eMARS 420 Accounts Receivable

eMARS 420 Accounts Receivable		
<b>Delivery method:</b> ILT estimated ½ day	<b>Target group:</b> Those who will process Accounts Receivable	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / 410 Cash Receipt Processing
<b>Learning Objective</b>	Acquire working knowledge of accounts receivable management.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. <b>Overview of the Revenue-Receivables (RR) eMARS Business Processes</b></li> <li>2. <b>Business Cases and Scenarios</b></li> <li>3. <b>Support Tables</b></li> <li>4. <b>Support Table Set Up</b></li> <li>5. <b>Establishing a Customer on VCUST</b></li> <li>6. <b>Establishing a Customer account on CACT</b></li> <li>7. <b>Setting Up Billing Profiles on BPRO</b></li> <li>8. <b>Document Transaction Processing and Error Message Management</b></li> <li>9. <b>Establishing a Receivable in eMARS</b></li> <li>10. <b>Referencing a Receivable</b></li> <li>11. <b>Processing a Write Off transaction</b></li> <li>12. <b>Using Copy Forward to create a Cash Receipt</b></li> <li>13. <b>RR Event Types and Event Requirements</b></li> <li>14. <b>Billing Process and Past Due messages</b></li> <li>15. <b>RR Transaction Workflow, Approvals, &amp; Security</b></li> <li>16. <b>Worklists and the Approval process for RR</b></li> <li>17. <b>Transaction Tolerances</b></li> <li>18. <b>Revenue and Accounts Receivables On-line Inquiries</b></li> <li>19. <b>Customer Account Information</b></li> </ol>	

## eMARS 501 Cost Accounting – Projects and Grants

<b>eMARS 501 Cost Accounting – Projects and Grants</b>		
<b>Delivery method:</b> ILT – 1 day	<b>Target group:</b> Project and Grant Administrators	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control / eMARS 201 General Accounting Overview
<b>Learning Objective</b>	Acquire working knowledge of eMARS Cost Accounting functionality for day-to-day management of grants and projects.	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Cost Accounting Overview</b> <ol style="list-style-type: none"> <li>a. Major Program structure</li> <li>b. Weekly Reimbursement cycle</li> </ol> </li> <li><b>2. Cost Accounting Tables</b> <ol style="list-style-type: none"> <li>c. Major Program (MJPRG) (include rollups)</li> <li>d. Program Period (PPC)</li> <li>e. Drawdown Group (DDG)</li> <li>f. CMIA Setup (CMIA)</li> <li>g. Program (PROG) (include rollups)</li> <li>h. Funding Profile Select (FPRFLST) (include 3 components: Funding Profile, Funding Priority, Funding Line)</li> <li>i. Funding Profile Inference (FPI4)</li> </ol> </li> <li><b>3. Cost Accounting Documents</b></li> <li><b>4. Program Period Reimbursable Budget (BGPDR)</b></li> <li><b>5. Charge Transaction (CH)</b></li> <li><b>6. Cost Accounting Journal Voucher (JVC)</b></li> <li><b>7. Approval process for Cost Accounting transactions – the approver and the approvee</b></li> <li><b>8. Sub-grants: Grantor / Recipient</b></li> <li><b>9. Generated Revenue (RE/CR) documents – Treasury</b></li> <li><b>10. Memo Transactions</b></li> <li><b>11. Cost Accounting reporting and inquiries</b></li> <li><b>12. Error messages and handling</b></li> <li><b>13. Validation messages (e.g., due to FES posting lines)</b></li> <li><b>14. Submission messages (e.g., due to Budget constraints)</b></li> <li><b>15. Optional Functionality</b> <ol style="list-style-type: none"> <li>j. Task structure (simple Cost Accounting structure)</li> <li>k. Sub-Task (breakdown of Task)</li> <li>l. Phase (breakdown of Program)</li> <li>m. Task Order</li> <li>n. Eligibility</li> </ol> </li> <li><b>16. System Assurance</b></li> <li><b>17. Change in CMIA Method</b></li> <li><b>18. Procedural Suggestions (e.g., Federal Line first, etc.)</b></li> </ol>	

## eMARS 510 Cost Allocation

eMARS 510 Cost Allocation		
<b>Delivery method:</b> One-on-One Sessions with John Bailey	<b>Target group:</b> Individuals responsible for Cost Allocation in their Department or Agency	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control / eMARS 201 General Accounting Overview / eMARS 501 Cost Accounting – Projects and Grants
<b>Learning Objective</b>	Identify table setup and execution requirements for a specific allocation of costs	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Determine Frequency (e.g., Monthly, Quarterly)</b></li> <li><b>2. Determine Ledger requirements</b></li> <li><b>3. Determine Allocation Method (e.g., Fixed, Direct Financial, etc.)</b></li> <li><b>4. Set up tables</b> <ol style="list-style-type: none"> <li>a. Cost Allocation Control Setup (ALOC)</li> <li>b. Cost Allocation Series Setup (SRS)</li> <li>c. Cost Allocation Step Setup (STEP)</li> <li>d. Pool/Base Offset Requirement (PBOREQ)</li> <li>e. Pool/Base Setup (PLBS)</li> <li>f. Pool/Base Definition (PBDIST)</li> </ol> </li> <li><b>5. Set up parameters</b> <ol style="list-style-type: none"> <li>a. Cost Allocation Process Parameters (CAPA)</li> </ol> </li> <li><b>6. Review Reports</b> <ol style="list-style-type: none"> <li>a. Offline Validation</li> <li>b. Base Accumulation</li> <li>c. Compute Allocations</li> </ol> </li> <li><b>7. Generate Documents</b> <ol style="list-style-type: none"> <li>a. Cost Accounting (CA) document</li> </ol> </li> </ol>	

## eMARS 601 General Procurement

eMARS 601 General Procurement		
<b>Delivery method:</b> ILT – estimated 1 day in length	<b>Target group:</b> Users who shop for items on Contracts or create Requisitions to send to Agency and Finance buyers	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire a basic understanding of the Commonwealth of Kentucky's Procurement Process and eMARS Procurement functionality as it relates to the typical agency procurement user.	
<b>Course content</b>	<b>1. Commonwealth's Procurement Process</b> <ul style="list-style-type: none"> <li>a. Procurement Lifecycle</li> <li>b. Procurement Folder</li> <li>c. Cited Authorities</li> </ul> <b>2. Universal Requestor Process</b> <b>3. URCATS</b> <b>4. Delivery Order (DO)</b> <b>5. PRC</b> <b>6. Requisition Process (RQS)</b> <b>7. Purchase Order (PO and PO2)</b> <b>8. Invoice (IN)</b> <b>9. Receiver (RC)</b> <b>10. Performance Evaluation (PE)</b> <b>11. Vendor Creation and Modification (VCC/VCM)</b> <b>12. Online Inquiries</b> <ul style="list-style-type: none"> <li>a. Requisition History (RQHIST, RQHISTLN)</li> <li>b. Lifecycle (LINQ)</li> <li>c. Procurement Folder (PRCUID)</li> <li>d. Matching Status (MATA)</li> </ul>	

## eMARS 602 Advanced Procurement

eMARS 602 Advanced Procurement		
<b>Delivery method:</b> ILT – estimated 1 day in length	<b>Target group:</b> Restricted to <b>Centralized Procurement Users (buyers) or Agencies that create catalogs, and utilize solicitations and evaluations</b>	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 601 General Procurement
<b>Learning Objective</b>	Acquire an understanding of Competitive Sealed Bidding, Competitive Negotiations, Master Agreement and Catalog Management, Contract Management and Workload Management.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. <b>Quotations (RFQ)</b></li> <li>2. <b>Competitive Sealed Bidding (RFB, RFP, SR, EV)</b></li> <li>3. <b>Competitive Negotiation (RFP, SR, EV, EVT, BAFO)</b></li> <li>4. <b>Contracts (CT and CT2)</b></li> <li>5. <b>Master Agreements (MA)</b></li> <li>6. <b>Catalog Management</b></li> <li>7. <b>Contract Management</b> <ol style="list-style-type: none"> <li>a. Contract Evaluation (PE)</li> <li>b. Master Agreement Renewals (RN)</li> <li>c. Contract Termination ( TM)</li> </ol> </li> <li>8. <b>Workload Management</b> <ol style="list-style-type: none"> <li>a. Buyers</li> <li>b. Managers</li> </ol> </li> <li>9. <b>Centralized Reports</b></li> </ol>	

## eMARS 603 Personal Service Contracts

eMARS 603 Personal Service Contracts		
<b>Delivery method:</b> ILT – estimated 1 day in length	<b>Target group:</b> Users who create Personal Service Contracts	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 601 General Procurement
<b>Learning Objective</b>	Acquire an understanding of the Commonwealth of Kentucky's Personal Service Contracts process	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. <b>Personal Service Contract Solicitation and Evaluation (RFP, SR, EV, EVT, BAFO)</b></li> <li>2. <b>Personal Service Contract Award (PON2)</b></li> <li>3. <b>Proof of Necessity (PON)</b></li> <li>4. <b>Vendor Performance Evaluation (PE)</b></li> <li>5. <b>Contract Management (RN, TM)</b></li> <li>6. <b>Direct Payments (PRC)</b></li> </ol>	



## eMARS 610 Procurement Card Administration

eMARS 610 Procurement Card Administration		
<b>Delivery method:</b> ILT – estimated ½ day in length	<b>Target group:</b> Procurement Card Administrators	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire working knowledge of the Procurement Card Administration including payment, cardholder setup and reporting in eMARS.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Overview of Procurement Card Processing</li> <li>2. Procurement Card Tables and Documents</li> <li>3. Procurement Card Administrator (PRCUA)</li> <li>4. Payment Request Pcard (PRP)</li> <li>5. Verification</li> <li>6. Reconciliation</li> <li>7. Validation</li> <li>8. Paid Procurement Card Transaction (PRCUT)</li> <li>9. eMARS Procurement Card Reporting</li> <li>10. Approval process for Procurement Card transactions – the approver and the approvee</li> <li>11. Typical Procurement Card error messages and handling</li> </ol>	

## eMARS 702 Centralized Disbursements

eMARS 702 Centralized Disbursements		
<b>Delivery method:</b> ILT – estimated ½ day in length	<b>Target group:</b> Disbursement – Central users – Statewide Accounting Services, Treasury, and Customer Resource Center	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 210 General Accounts Payable
<b>Learning Objective</b>	Acquire working knowledge of the disbursement process in Advantage 3.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. <b>Centralized Disbursement Process overview</b></li> <li>2. <b>Document Crosswalk MARS to eMARS</b></li> <li>3. <b>Disbursement Management</b></li> <li>4. <b>Checks</b></li> <li>5. <b>EFTs</b></li> <li>6. <b>Disbursement Request (DISRQ) table</b></li> <li>7. <b>Disbursement Daily Summary (DISBD) table</b></li> <li>8. <b>Intercepts</b></li> <li>9. <b>Disbursement Batch Processing</b> <ol style="list-style-type: none"> <li>a. Automated Disbursement Chain</li> <li>b. Intercepts</li> </ol> </li> <li>10. <b>Disbursement Documents</b></li> <li>11. <b>Automated Disbursement (AD)</b></li> <li>12. <b>Electronic Funds Transfer (EFT)</b></li> <li>13. <b>Manual Disbursement (MD)</b></li> <li>14. <b>Approval process for Manual Disbursements</b></li> <li>15. <b>Check Reconciliation</b></li> <li>16. <b>1099 Reporting</b></li> <li>17. <b>Error messages and handling</b></li> </ol>	

## eMARS 703 Decentralized Disbursements

eMARS 703 Decentralized Disbursements		
<b>Delivery method:</b> Manual	<b>Target group:</b> Disbursements - Agency users	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire general knowledge of the intercept process.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Intercept Process overall</li> <li>2. Internal vs. External</li> <li>3. Load processes (AR Intercept selection and External load)</li> <li>4. INTR &amp; INTA tables</li> <li>5. Intercept Notification letters</li> <li>6. Error messages and handling</li> </ol>	

## eMARS 801 Inventory

eMARS 801 Inventory		
<b>Delivery method:</b> ILT - 1 day training	<b>Target group:</b> Stores Operations Supervisors and Fiscal Officers	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire an understanding of how the Commonwealth will issue, order, and manage inventory for its Department of Corrections institutions.	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Inventory Overview as it pertains to the Commonwealth of Kentucky</b></li> <li><b>2. Relationship with Procurement</b> <ol style="list-style-type: none"> <li>a. Master Agreements (MA)</li> <li>b. Delivery Order (DO)</li> <li>c. Purchase Order (PO)</li> </ol> </li> <li><b>3. Receiving (RC)</b></li> <li><b>4. Approval process for Inventory documents – from an approver and approvee perspective – Focus on overridable errors (ex. OC item price change)</b></li> <li><b>5. Inventory Documents</b> <ol style="list-style-type: none"> <li>a. Stock Transfers (TI &amp; TR)</li> <li>b. Inventory Adjustment (IA) – Adjusting                             <ol style="list-style-type: none"> <li>i. Price Change</li> <li>ii. Quantity Change</li> </ol> </li> <li>c. Over the Counter (OC) – Direct Processing/Issuing                             <ol style="list-style-type: none"> <li>i. Standard Issuance</li> <li>ii. Price Changes</li> </ol> </li> <li>d. Stock Return (SN) - Returning                             <ol style="list-style-type: none"> <li>i. SN with a referenced OC</li> <li>ii. SN without a referenced OC</li> </ol> </li> </ol> </li> <li><b>6. Inventory Freeze Quantity Batch Process and INVF table</b></li> <li><b>7. Reporting</b></li> </ol>	

## eMARS 901 Fixed Assets

eMARS 901 Fixed Assets		
<b>Delivery method:</b> ILT – estimated at a 1 day	<b>Target group:</b> Fixed Assets Inventory Managers and Property Officers	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control
<b>Learning Objective</b>	Acquire working knowledge of full life-cycle fixed assets management.	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Introduction to Fixed Assets</b> <ol style="list-style-type: none"> <li>a. Fixed Asset Capitalization Criteria</li> <li>b. Inquiry Tables and User Maintained / Validation Tables</li> <li>c. Establishment of a Custodian</li> </ol> </li> <li><b>2. Fixed Asset Documents and Inquiries</b> <ol style="list-style-type: none"> <li>a. Approvals</li> <li>b. Creating a Fixed Asset Acquisition (FA) document from scratch</li> </ol> </li> <li><b>3. Fixed Asset Acquisition (FA) and Shell Generation</b> <ol style="list-style-type: none"> <li>a. Fixed Assets Shell Generation Process</li> <li>b. Fixed Asset Shell Generation Criteria</li> </ol> </li> <li><b>4. Fixed Asset Betterment (FA Document)</b></li> <li><b>5. Fixed Asset Adjustments (FI/FM) to funding source, fixed asset amount, descriptive information, and asset type</b></li> <li><b>6. Fixed Asset Cancellation (FC)</b></li> <li><b>7. Fixed Asset Disposition (FD/FP Document)</b></li> <li><b>8. Reorganization and Transfers (FT)</b></li> <li><b>9. Typical Annual Cycle for Fixed Assets</b></li> <li><b>10. Annual Physical Inventory</b></li> <li><b>11. Reporting</b></li> </ol>	

## eMARS 1002 Centralized Check Writer

eMARS 1002 Centralized Check Writer		
<b>Delivery method:</b> ILT – estimated 1 day in length	<b>Target group:</b> Check Writer – Central users Statewide Accounting Services, Treasury, and Customer Resource Center	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire a working knowledge of the Check Writer process.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Check Writer Tables</li> <li>2. Check Writer Documents</li> <li>3. Check Writer Jobs – what they do and what they update</li> <li>4. Central Approval Process</li> <li>5. Agency Approval Process</li> <li>6. Data Load Process – how data gets to Check Writer files</li> <li>7. Printing Process</li> <li>8. Intercept Process</li> <li>9. Common Error Handling</li> </ol>	

## eMARS 1003 Decentralized Check Writer

eMARS 1003 Decentralized Check Writer		
<b>Delivery method:</b> ILT – estimated ½ day in length	<b>Target group:</b> Check Writer – Agency users who will load and certify Check Writer files	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire a general knowledge of the Check Writer process with specific focus on loading and certifying Check Writer files.	
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. Check Writer Tables</li> <li>2. Check Writer Documents</li> <li>3. Check Writer Jobs – what they do and what they update</li> <li>4. Central Approval Process</li> <li>5. Agency Approval Process</li> <li>6. Data Load Process – how data gets to Check Writer files</li> <li>7. Printing Process</li> <li>8. Intercept Process</li> <li>9. Common Error Handling</li> </ol>	

## eMARS 1101 Intro to infoAdvantage Standard Reporting

eMARS 1101 Introduction to infoAdvantage		
<b>Delivery method:</b> ILT – 1 full day	<b>Target group:</b> Individuals using infoAdvantage to access existing reports and generate simple queries or standard reports.	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control
<b>Learning Objective</b>	Acquire working knowledge of infoAdvantage and Advantage standard reports	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Introduction to infoAdvantage</b> <ol style="list-style-type: none"> <li>a. Software Navigation and Functionality</li> <li>b. Available Statewide Reports</li> <li>c. Explanation of Universes and their attributes</li> <li>d. Review of Toolbars</li> </ol> </li> <li><b>2. Run, and Print Reports</b></li> <li><b>3. Save, Send and Download Reports</b></li> <li><b>4. Create a Simple Query</b></li> <li><b>5. Create and Format a Simple Report</b></li> </ol>	

## eMARS 1111 InfoAdvantage Custom Reporting

eMARS 1111 InfoAdvantage Custom Reporting		
<b>Delivery method:</b> ILT – 1 full day	<b>Target group:</b> Individuals using infoAdvantage to create custom reports.	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control / eMARS 1101 Intro to InfoAdvantage Standard Reporting
<b>Learning Objective</b>	Acquire knowledge to create and edit custom reports	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Review of Universes and infoAdvantage workspace</b></li> <li><b>2. Report Creation/Modification</b> <ol style="list-style-type: none"> <li>a. Build and Edit Queries</li> <li>b. Create report Filters and Prompts</li> <li>c. Modify Report Layout</li> <li>d. Work with Report Sections and Breaks</li> <li>e. Add Formulas and Variables</li> </ol> </li> <li><b>3. Apply Scope of Analyze for Drill Down Functionality</b></li> </ol>	

## eMARS 1120 Business Objects Thick Client Reporting

eMARS 1120 Business Objects Thick Client Reporting		
<b>Delivery method:</b> ILT – 3 full days	<b>Target group:</b> Individuals using Business Objects to access existing reports and generate custom reports.	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget and Cash Control / eMARS 1101 Intro to infoAdvantage 1111 infoAdvantage Custom Reporting / Business Objects License and Password
<b>Learning Objective</b>	Acquire working knowledge of Business Objects Thick Client Reporting software	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Review of Universes</b></li> <li><b>2. Report Creation/Modification</b> <ol style="list-style-type: none"> <li>a. Build and Edit Queries</li> <li>b. Create Report Filters and Prompts</li> <li>c. Modify Report Layout</li> <li>d. Work with Report Sections and Breaks</li> <li>e. Add Formulas and Variables</li> </ol> </li> <li><b>3. Apply Scope of Analyze for Drill Down Functionality</b></li> <li><b>4. Join Two Universes</b></li> <li><b>5. Slice-and-Dice</b></li> <li><b>6. Union, Minus, and Intersect Queries</b></li> </ol>	



## eMARS 1201 Travel

eMARS 1201 Travel		
<b>Delivery method:</b> ILT - ½ a day, ISG & Video Help	<b>Target group:</b> Those individuals who will be creating Travel Documents	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire working knowledge of the travel authorization and reimbursement processes in eMARS.	
<b>Course content</b>	<p><b><u>ISG</u></b></p> <ol style="list-style-type: none"> <li><b>1. Introduction to Travel for those who used to use MARS – will provide scenarios of what was required in MARS and what is now required in eMARS</b></li> <li><b>2. Travel Travel Reimbursement (Employee Reimbursement and Vendor</b></li> <li><b>3. Payment)</b></li> <li><b>4. Internal Billings (State Parks and Motor Pool interfaces) and IET document</b></li> <li><b>5. Approval Process</b></li> <li><b>6. Reports</b></li> <li><b>7. Authorization (Employee and Vendor Registration Advance)</b></li> </ol> <p><b><u>Video Help</u></b></p> <ol style="list-style-type: none"> <li><b>1. Travel Authorization</b></li> <li><b>2. Initial setup of a Travel Encumbrance (TE) document</b></li> <li><b>3. Routing for approval of a Travel Encumbrance document</b></li> <li><b>4. Copy forward to Travel Reimbursement</b></li> <li><b>5. Setup of a Travel Payment (TP) document</b></li> <li><b>6. Routing for approval of a Travel Payment document</b></li> </ol> <p><b><u>Instructor Led Class</u></b></p> <ol style="list-style-type: none"> <li><b>1. Major Concepts of Travel</b></li> <li><b>2. Document Codes for Travel Authorization and Reimbursement</b></li> <li><b>3. Event Types and Cited Authorities for travel expenses</b></li> <li><b>4. Use of Accounting Templates on travel documents</b></li> <li><b>5. Internal Payment method for Internal Resources (Motor Pool &amp; Parks)</b></li> <li><b>6. Create Out-of-State travel authorization to pay traveler and registration fee, etc</b></li> <li><b>7. Copy Forward to TP for disbursement to vendors on TE</b></li> <li><b>8. Create Stand Alone TP for In-State Travel</b></li> <li><b>9. Look at tables affected by travel documents</b></li> </ol>	

## eMARS 1310 General Accounting Payables

eMARS 1310 General Accounting Payables		
<b>Delivery method:</b> Video Help	<b>Target group:</b> Individuals responsible for producing non-commodity based payable documents (GAX)	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Provide a Step-by-step approach on how to process non-commodity based payables	
<b>Course content</b>	<p><b>Video Help</b></p> <ol style="list-style-type: none"> <li><b>What payments can be made using General Accounting Expenditure Documents?</b> <ol style="list-style-type: none"> <li>Business Scenarios                             <ol style="list-style-type: none"> <li>Straight disbursement of expenditure</li> <li>Multi-vendor payment of expenditure</li> </ol> </li> <li>Event Types</li> <li>Cited Authorities</li> <li>Expenditure Limitations</li> </ol> </li> <li><b>Steps required to generate a standard Multi-vendor General Accounting Expenditure document (GAX)</b></li> <li><b>Approval process of GAX documents</b></li> <li><b>Disbursements overview</b></li> </ol>	

## eMARS 1320 Accounts Payable

eMARS 1320 Accounts Payable		
<b>Delivery method:</b> ILT estimated 1 day	<b>Target group:</b> Individuals responsible for Procurement/ Commodity-based accounts payable processing as well as non commodity-based accounts payable processing	<b>Prerequisites:</b> eMARS 101 Intro to eMARS
<b>Learning Objective</b>	Acquire working knowledge of payment processing as it pertains to established awards, commodity-based and non commodity-based documents	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Overview of eMARS Commodity-based Payment Processing</b></li> <li><b>2. Matching Manager Processing</b> <ol style="list-style-type: none"> <li>a. Required documents                             <ol style="list-style-type: none"> <li>i. Two-way – Award/Invoice</li> <li>ii. Three-way – Award/Invoice/Receiver</li> </ol> </li> <li>b. Batch Processing Overview</li> <li>c. MATA – Matching Status Table Inquiry</li> </ol> </li> <li><b>3. Direct Order Referencing Payments</b></li> <li><b>4. Standalone Commodity-based Payments</b></li> <li><b>5. Internal Payments</b></li> <li><b>6. Recurring Payments</b></li> <li><b>7. Overriding Matched Payments</b></li> <li><b>8. Commodity-based accounts payable documents and event types</b></li> <li><b>9. Payment Request Commodity-based (PRC)</b></li> <li><b>10. Payment Request Matching (PRM)</b></li> <li><b>11. Internal Payments (PRCI, PRMI)</b></li> <li><b>12. Modifying Payment Documents</b></li> <li><b>13. Non Commodity-based accounts payable business scenarios</b> <ol style="list-style-type: none"> <li>1. Straight Disbursements</li> <li>2. Multi-vendor Payments</li> <li>3. Revenue Refunds</li> <li>4. Loan Payments</li> <li>5. Retainage (TBD)</li> </ol> </li> <li><b>14. General Accounting Expenditure Documents (GAX and Clones)</b> <ol style="list-style-type: none"> <li>a. Event Types for GAX and Cloned documents</li> <li>b. Cited Authority for GAX and Cloned documents</li> <li>c. Straight Disbursement</li> <li>d. Multi-vendor payment</li> </ol> </li> <li><b>15. Manual Disbursements (MD)</b></li> <li><b>16. Approval process for Commodity-Based Payments – the approver and the approvee</b></li> <li><b>17. Disbursement Overview</b> <ol style="list-style-type: none"> <li>a. Disbursement Processing</li> <li>b. Disbursement Request Table</li> </ol> </li> <li><b>18. Accounts Payable Reports</b></li> <li><b>19. Error messages and handling</b></li> </ol>	

## eMARS Financial Analysis System2 (FAS2)

eMARS Financial Analysis System <sup>2</sup> (FAS <sup>2</sup> )		
<b>Delivery method:</b> ISG – Recorded Session	<b>Target group:</b> Individuals using FAS <sup>2</sup> to access reports.	<b>Prerequisites:</b> eMARS 101 Intro to eMARS / eMARS 111 Chart of Accounts/Budget & Cash Control
<b>Learning Objective</b>	Acquire working knowledge of FAS <sup>2</sup> reports	
<b>Course content</b>	<ol style="list-style-type: none"> <li><b>1. Introduction to FAS2</b> <ol style="list-style-type: none"> <li>a. Software Navigation and Functionality</li> <li>b. System Requirements</li> </ol> </li> <li><b>2. Running and Exporting Reports</b> <ol style="list-style-type: none"> <li>a. Available Reports</li> <li>b. Review of Report Functionality</li> <li>c. Report Output (Exporting)</li> </ol> </li> <li><b>3. Tips on viewing Reports</b> <ol style="list-style-type: none"> <li>a. Full/Dual Screens</li> <li>b. Off-Budget Rollup</li> </ol> </li> </ol>	

## eMARS TRAINING REGISTRATION FORM

**Please Print Clearly**

This application is approved without preference to race, color, creed, disability, religion, national origin, sex or age.

\_\_\_\_\_  
Training Team Leader (TTL)                      (\_\_\_\_\_) Phone No.                      Extension

Please complete and **sign** registration form and **forward** to your Agency Training Lead. If you do not know who the training lead is for your agency, please call the CRC Training Team at 502-564-9641 x 459.

<i>Name:</i>			
<i>Work Phone: (_____) _____</i>		<i>Ext.</i>	
<i>Social Security Number</i>		<i>Mail Address</i>	
<i>Cabinet &amp; Agency</i>			
<i>Work Address</i>			
<i>CITY</i>		<i>ZIP:</i>	
<i>Classes in bold type are available online (ISG or Recording Only) on the eMARS Web site</i>			
<a href="http://finance.ky.gov/internal/eMARS/training.htm">http://finance.ky.gov/internal/eMARS/training.htm</a>			
<u>Course Titles</u>	<u>Course Date 1<sup>st</sup> Option</u>	<u>Location</u>	<u>Course Date 2<sup>nd</sup> Option</u>
<b>eMARS 101 Intro to eMARS</b>			
eMARS 111 Chart of Accounts/Budget & Cash Control			
eMARS 201 General Accounting Overview			
eMARS 202 Centralized General Accounting Overview			
eMARS 320 Capital & Revenue Budgets			
<b>eMARS 410 Cash Receipt Processing</b>			
eMARS 420 Accounts Receivable			
eMARS 501 Cost Accounting - Projects & Grants			
eMARS 510 Cost Allocation			
eMARS 601 General Procurement			
eMARS 602 Advanced Procurement			
eMARS 603 Personal Service Contracting			
eMARS 610 Procurement Card Administration			
eMARS 702 Centralized Disbursements			
eMARS 703 Decentralized Disbursements			
eMARS 801 Inventory			
eMARS 901 Fixed Assets			
eMARS 1002 Centralized Check Writer			
eMARS 1003 Decentralized Check Writer			
eMARS 1101 Introduction to infoAdvantage Standard Reporting			
eMARS 1111 infoAdvantage Custom Reporting			
eMARS 1120 Business Objects Thick Client Reporting			
<b>eMARS 1201 Travel (ISG) also offered by ILT</b>			
eMARS 1310 General Accounting Payables			
eMARS 1320 Accounts Payable			
<b>eMARS Financial Analysis System<sup>2</sup> (FAS<sup>2</sup>)</b>			

